

**AGENDA:** December 7, 2004

**4.14**

**CATEGORY:** Consent

**DEPT.:** Public Works

**TITLE:** Shoreline Maintenance Facility,  
Project 03-25 – Authorize Architectural  
and Engineering Design Services Contract

### **RECOMMENDATION**

1. Combine Project 03-25, Shoreline Maintenance Facility – Design, and Project 04-27, Shoreline Maintenance Facility – Construction, and transfer appropriations and expenditures from Project 03-25 to Project 04-27.
2. Authorize the City Manager to execute an architectural and engineering design services contract with Dahlin Group of San Ramon, California, to provide design services for the Shoreline Maintenance Facility – Design, Project 03-25, for a total not-to-exceed fee of \$464,200.

### **FISCAL IMPACT**

The Shoreline Maintenance Facility – Design, Project 03-25, and Shoreline Maintenance Facility – Construction, Project 04-27, were adopted in the Capital Improvement Program (CIP) with budgets of \$500,000 and \$4.5 million, respectively, from the Shoreline Community Fund. One of the recommended actions is combining these projects to simplify project accounting for a total project budget of \$5.0 million.

The design services fee for the proposed contract includes basic services of \$419,200, reimbursable expenses of \$20,000 and additional services of \$25,000, for a total not-to-exceed amount of \$464,200. This amount is within the project budget for design services.

### **BACKGROUND AND ANALYSIS**

The Shoreline Maintenance Facility project entails replacing the existing modular buildings with permanent facilities to house the maintenance staff, vehicles, tools, equipment and materials. Approximately 30 Community Service Department and Public Services Division employees are permanently stationed at the Shoreline Maintenance Facility. These employees maintain the golf course and related equipment, the landfill and landfill gas collection infrastructure, and the park improvements. The existing modular buildings from which the maintenance staff operate were purchased and installed approximately 11 years ago and were intended as a temporary measure until the new facilities could be constructed. The existing maintenance facilities are too small for the operations conducted and cannot fully comply

with safety requirements due to lack of space and age of the facilities. In addition, due to lack of sufficient covered storage, some of the maintenance equipment is exposed to the elements.

The City Council has expressed interest in incorporating green-building methods into this project to the extent possible within the budget. The project team plans to explore options for optimal building orientation, energy and water conservation, and other cost-effective green-building elements as the design progresses.

#### Architectural/Engineering Design Services Selection

The City's policy on selecting professional services involves sending a Request for Proposals to interested and appropriate firms. The City selects a firm on the basis of demonstrated competence and qualifications to perform the type of services required at a fair and reasonable price. State law specifically prohibits selection for professional services for public works projects on the basis of low bid.

Staff issued the Shoreline Maintenance Facility Request for Proposals in September 2004 and received eight proposals in October 2004. The proposals were evaluated for public agency and maintenance facility project experience, and the three most qualified firms were invited to interview in October 2004. The interview panel consisted of staff from the Engineering and Public Services Divisions of the Public Works Department, the Shoreline Division of the Community Services Department and the Current Planning Division of the Community Development Department. The interview panel agreed that Dahlin Group was the most qualified for the Shoreline Maintenance Facility project. Dahlin Group has completed many public and private maintenance facility projects within budget and on schedule. The proposed design fee represents their understanding of the work scope developed by the City and further refined through negotiation between Dahlin Group and the City.

Basic services required of Dahlin Group and their subconsultants include architectural and interior design; graphics and signage; landscape architecture; structural, mechanical, plumbing, electrical and civil engineering; fire protection and sprinkler system design; construction cost estimating; support during construction; preparation of as-built drawings; and a post-occupancy inspection. The basic services fee of \$419,200 for these services is 13.5 percent of the construction budget, which is consistent with what the City has historically paid for comparable services. Design services fees are traditionally a larger percentage of the construction budget on smaller projects due to the economy of scale associated with larger projects. Considering the size and complexities of this project, staff believes that the proposed basic services fee is fair and reasonable.

The reimbursable expenses budget of \$20,000 is for actual expenditures made by the consultant in carrying out the project, such as reproduction and mailing expenses. Staff

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recommends an additional services budget of \$25,000 as an allowance for additional unanticipated work not covered by basic services. Additional services will be provided by the consultant only when authorized by the City in writing.

Project Schedule

If the design services contract is authorized by the City Council, staff will convene a kick-off meeting with the project team and begin schematic design expeditiously. Staff anticipates completing design by the end of 2005 and commencing construction in early 2006.

**PUBLIC NOTICING** – Agenda posting.

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